

## INSTRUCTIONS FOR COMPLETING DA FORM 7425, READINESS AND DEPLOYMENT CHECKLIST

### 1. Purpose.

a. To provide procedural guidance and information for conducting readiness and deployment processing for soldiers and civilians. Readiness and deployment processing is used in support of contingency operations (CONOPS), small scale contingencies (SSC), exercises, Overseas Deployment Training (ODT) and the annual Soldier Readiness Processing (SRP) check.

b. To supplement guidance found in AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing), AR 614-30, Overseas Service, and revise and/or supplement guidance found in Army Mobilization Operations Planning and Execution System (AMOPES), TRADOC Mobilization Operations Planning, and Execution System (TMOPES), and Forces Command Mobilization Operations Deployment Planning System (FORMDEPS) as applicable.

c. To standardize readiness and deployment processing requirements for active component, reserve component, and civilians. (The SRP requirements have been staffed by the HQDA- level policy proponents and are applicable active, reserve component and civilian personnel).

### 2. References:

- a. AR 220-1, Unit Status Reporting.
- b. AR 220-10, Preparation for Overseas Movement of Units (POM)
- c. AR 600-8-1, Army Casualty Operation/Assistance/Insurance.
- d. AR 600-8-11, Reassignment.
- e. AR 600-8-14, Identification Cards, Tags, and Badges.
- f. AR 600-8-20, Army Command Policy.
- g. AR 600-43, Conscientious Objection.
- h. AR 600-8-104, Military Personnel Information Management/Records.
- i. AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing).
- j. AR 608-1, Army Community Service.
- k. AR 614-30, Overseas Service.
- l. AR 690-11, Planning for Use and Management of Civilian Personnel in Support of Military Contingency Operations.
- m. AR 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)
- n. DA Pamphlet 690-47, DA Civilian Employee Deployment Guide.
- o. FORSCOM Reg. 500-3-2, Deployment Guide.
- p. FORSCOM Reg. 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH).
- q. FORSCOM Reg. 500-304, Installation Commander's Handbook.
- r. Army Mobilization and Operations Planning and Execution System, (AMOPES).
- s. TRADOC Mobilization and Operations Planning and Execution System, (TMOPES).
- t. FORSCOM Mobilization and Deployment Planning System (FORMDEPS).
- u. DOD.D Document 1404.10

### 3. General.

a. The underlying principles of the Readiness and Deployment In-Processing are as follows:

- (1) To ensure all administrative actions required to relocate soldiers and civilians are accomplished in a timely manner.
- (2) To ensure soldiers and civilians maintain a readiness posture for deployment to meet ongoing and contingency operation requirements.
- (3) To effectively process the mobilizing force as it enters active duty.
- (4) To distinguish between readiness requirements that are required to be maintained throughout a soldier's career and deployment requirements that occur upon mobilization.
- (5) To distinguish between readiness requirements that are required to be maintained for emergency essential civilians and deployment requirements that occur upon mobilization. NOTE: IAW DOD.D 1404.10, any civilian that deploys in support of a contingency is automatically considered emergency essential.

b. The Soldier Readiness Processing (SRP) requirements have been agreed upon by the HQDA level policy proponents and are applicable to both active, reserve component and civilian personnel.

c. Soldier readiness is verified during in processing and annually thereafter. Civilian and non-unit related personnel (NRP) eligibility is verified prior to deployment. To increase the shelf life of the checklist, agencies/units should forecast an individual's readiness status 90 days prior to any actual deployment.

d. Deploying active component (AC) members will verify the readiness requirements at their installation and validate deployment requirements at their deployment site (which may or may not be at the same installation).

e. Mobilizing Reserve Component (RC) unit members will verify the readiness requirements at their home station and initiate and complete deployment requirements at their mobilization station. The situation may exist where not all readiness requirements, that are also required for deployment, can be done at the home station. In those situations, the gaining installation (mobilization station) will check and complete any readiness requirements as well as complete all deployment requirements.

f. Mobilized RC individuals will verify their readiness requirements at their mobilization station and will complete their deployment requirements at their deployment site, which may or may not be at the same installation.

g. For any RC individual or unit member that is mobilized, but not tasked for deployment will complete only the In-processing/ Readiness requirements.

h. Civilians supporting CONUS based operations will complete only the In-processing/Readiness portion of the checklist at their assigned installation/mob station.

i. Civilians scheduled for deployment will initiate the readiness portion of the checklist at their losing command (if applicable). Civilians will complete the deployment portion of the checklist at the deployment site. If the individual travels directly from home of record without initiating the checklist, then the gaining deployment site (DS) will initiate and complete the checklist.

j. The DS is responsible for completing any portion of the checklist that the individual/unit members were unable to complete prior to his/her arrival.

k. An annual SRP check is required for all AC and RC unit members. According to the unit's mission this requirement may be more often. Participation in a mobilization exercise such as CALL FORWARD, an Operational Readiness Evaluation (ORE), ODT or a command inspection satisfies the requirement for an annual SRP check for RC units. Multiple SRP checks will not be scheduled in a given year. The SRP requires commanders to maximize soldier readiness by identifying and correcting non-deployment conditions. Personnel processing requirements include checking the status of individual soldier readiness during in-processing, at least once annually, during out-processing, and within 30 days before an actual unit deployment date or the date an individual soldier departs on a TCS move. Depending on local policy, SRP checks can be scheduled either individually or for units as a whole and as frequently as needed (e.g., quarterly, semiannually, etc.). An initial SRP check is done when a unit is first alerted for deployment. If there is reason to believe the duration of the unit's continual standby alert status may exceed 30 days, the affected unit commander may submit a formal request for waiver of the requirement to conduct an SRP check within 30 days of the deployment date. This request must include certification that soldiers' readiness status will be continually monitored throughout the period of the alert to ensure that all occurring deficiencies are corrected before deployment. The approval authority is the first general officer in the chain of command. The approval authority may approve the waiver by authenticating and forwarding it to the affected unit commander. The waiver period expires 90 days after the start date of the initial SRP check. If the unit is still on standby alert after the expiration of the waiver period, a new SRP check is required as soon as possible.

l. The Soldier and Civilian In-processing/Readiness and Deployment Checklist are provided for processing and SRP checks (annual, exercise directed and for actual deployment). It is to be used to certify completion of readiness and validate deployment requirements for AC and RC members as well as all types of civilians.

(1) Readiness requirements listed on each page are required for the annual SRP validation. Deployment requirements are required only in the event of actual mobilization/deployment or as directed for exercise purposes.

(2) Readiness and deployment requirements are categorized into ten functional areas: deployment validation, personnel, finance, legal, logistics, training, security, medical, dental, and vision.

(3) At the beginning of the form there is a signature block for the overall certifying official and validation official. The certifying official certifies that all the in-processing or readiness requirements have been completed to the best extent possible. If the soldier or civilian is going to deploy overseas for thirty days or more, then the validating authority must sign the document confirming that the soldier or civilian is deployable. IAW AR 600-8-101 the validating authority is the installation commander or his designee. The installation commander may approve a waiver request to change the soldier or civilian's deployment status from a "no go" to "go".

(4) Guidance herein and in AR 600-8-101 is in agreement. A change to deployment criteria/requirements will constitute a change to this document. In the event of a conflict between this document and AR 600-8-101, and other publications, guidance in this document and AR 600-8-101 and AR 614-30 will take precedence.

4. This MOI establishes required checks for In-processing/Readiness and Deployment Requirements.

a. Readiness requirements, listed in each functional area, will be certified prior to movement and will be accomplished at home station for AC and RC units and individuals, unless otherwise indicated.

(1) Some of the soldier readiness checks for the annual SRP check can be accomplished without soldier participation by checking automated systems and by reviewing records, files and reports. Commanders of AC installations and commanders of early deploying RC units have the option to conduct an administrative review to satisfy the requirement for annual SRP check of readiness criteria for these items. Administrative checks made for late deploying units will not remove soldiers from collective or individual training unless a disqualifier requiring soldier participation is identified. The intent is to eliminate training distracter elements of soldier readiness processing. The exception should be for actual deployments or as directed for mobilization exercises such as CALL FORWARD.

(2) Readiness requirements which require soldier participation for the annual SRP check, can be waived by commanders of AC installations. The United States Army Reserve Command (USARC) or Continental United States Army (CONUSA) may waive these checks for RC units. The USARC may further delegate this authority to Regional Support Commands (RSC). Each CONUSA may further delegate to the state Adjutant General.

b. Deployment Requirements, listed in the functional areas, must be completed at the Deployment Site. For AC this is normally their home installation (HS). For RC it will be at their designated Mobilization Station (MS), CRC, or IDS.

(1) The Deployment Site should ensure all items are completed, reviewed, certified, verified, and updated as applicable prior to actual deployment.

(2) The checklist will be hand-carried as part of the deployment packet.

(3) Many of the checklist items reflect reportable USR conditions for determining personnel deployment status. USR requirements must be current and updated at least quarterly for RC units and monthly for AC units.

c. The Deployment Site (DS) will recognize the losing installation's certification, that all completed and signed components of the checklist have been accomplished, and will not make the unit or individual repeat processing that has already been done at their Home Station.

5. Page 1.

a. Items 1-13. Self-explanatory.

b. Item 14. Citizenship Country. Annotate the country where current citizenship resides.

c. Section Cover, Items 15-16. Qualifications of soldiers being deployed as linguists will be verified and the language annotated on the checklist. Any linguist qualifications identified as part of the records review/update above will be annotated on the checklist. This item also applies to civilian employees.

d. Item 17-21. Self-explanatory.

6. Overall Status of Each Section. Check as appropriate.

7. Section I - Deployment Validation.

a. Part A, Accuracy Statement. The soldier will certify for deployment and to the best of their knowledge, all information contained in this document is correct and current.

b. Part B, Commander's Acknowledgment. The certifying official will certify that all functional areas have completed their areas to the best of their ability prior to an individual departing the installation for PCS or TDY. The Certifying official will also certify a soldier or civilian is deployable when applicable. NOTE: There are situations where the installation or the individual does not have the capability to perform all Readiness functions for mobilization or deployment prior to departing their home station. Those areas will be addressed at the mobilization station or deployment site.

c. Part C, Deployment Validation. The validation authority is the installation commander. The installation commander may delegate this authority. Waivers are approved or disapproved by the validation authority IAW AR 600-8-101. As the validation authority, sign Part C validating the individual or unit member is deployable.

#### 8. Section II - Personnel.

a. Section II, Item 1. DD Form 93, Record of Emergency Data, will be reviewed/revised as applicable. This item will also be checked as part of SRP for RC soldiers participating in exercises such as CALL FORWARD, for RC soldiers deploying for ODT and for AC soldiers participating in an emergency deployment readiness exercise (EDRE). DD Form 93 must be reviewed at least annually and updated whenever changes occur DD Form 93 will be prepared on deploying civilian employees in accordance with chapter 11, AR 600-8-1 to provide the commander with information on the notification of next of kin. The third copy of the DD Form 93 will be placed in the deployment packet.

b. Section II, Item 2. SGLV-8286 and SGLV-8286A. Servicemen's Group Life Insurance (SGLI) enrollment will be reviewed/revised as applicable prior to actual deployment. This item will also be checked as part of SRP for RC soldiers participating in exercises such as CALL FORWARD and for soldiers deploying for ODT. SGLI election, using SGLV-8286, must be reviewed during any records audit and updated whenever there is a change. Civilian employees are not eligible for SGLI but are eligible for coverage under the Federal Employees Group Life Insurance (FEGLI) program. Coverage and beneficiary designation should be reviewed and updated prior to deployment.

c. Section II, Item 3. ID Tags. All soldiers must wear two identification tags with metal necklace around their neck. This item will be physically checked. Tags will be provided to soldiers who are missing them. This item will be checked at Home Station for early deploying RC units and at the Mobilization Station for late deploying RC units. All deploying civilians will also be issued identification tags and metal necklace.

d. Section II, Item 4. Common Access Card issued. The DD Form 2 (Active) Card is issued to all personnel on Active Duty. This includes Guard/Reserve personnel on Extended Active Duty for 30 days or more. The DD Form 2 (Res) Card is issued to Guard/Reserve personnel who are not otherwise entitled to an Active Duty Card. These cards are issued to the members of the Ready Reserve, Standby Reserve and Individual Ready Reserve. The DD Form 2764, "United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card," will be issued to emergency essential DoD employees such as contractors and other civilian personnel stationed overseas and to civilian personnel authorized to accompany U.S. military forces to regions of conflict, combat, and during contingency operations. The DD Form 2765, "Department of Defense/Uniformed Services Identification and Privilege Card," will be issued to sponsors, other than members of the military Services, who because of their current or previous association with the military Services, are entitled to Uniformed Services benefits and privileges. These individuals include Medal of Honor recipients and honorably discharged veterans rated by the Veterans Administration as 100 percent disabled from a Service-connected injury. The replacement card for the DD Form 1173 will also be issued to civilians such as Red Cross personnel assigned to duty with the military Services, contract surgeons, United Service Organizations executives serving in foreign countries, Military Sealift Command civil service marine personnel deployed to foreign countries, and others. The DD Form 2765 will also be issued to some foreign personnel authorized DD Form 1173, to include some active duty and enlisted military members of other nations.

e. Section II, Item 5. ETS/ESA date pending within deployment period plus 90 days. Soldiers within 7 days of expiration of service agreement (ESA) or expiration term of service (ETS) are non-deployable unless Stop Loss is in effect. Soldiers identified as being within 7 days of ESA/ETS will not be further processed, unless Stop Loss is in effect or is imminently expected. Soldiers with more than 7 but less than 61 days to ESA/ETS are eligible for deployment but may be excused by the unit commander based on unit manning and mission requirements. The unit commander will consider the cost effectiveness of any short-term overseas movement and must ensure that arrangements can be made to comply with the soldier's ETS/ESA. This is a USR item.

f. Section II, Item 6. Physical Profile/MMRB. Soldiers who have a permanent physical profile of 3 or 4 and have not been declared deployable by a MOS Medical Retention Board (MMRB) will not deploy unless granted a waiver by the MMRB Convening Authority (MMRBCA). This item will be checked during mobilization exercises such as CALL FORWARD as well as during actual mobilization. In the event of actual mobilization, mobilization guidance must specify whether soldiers with permanent profiles will be ordered to active duty or reassigned. This is a USR item.

g. Section II, Item 7. Single parent/Adoption. A soldier who is a single parent or one member of a military couple adopting a child is non-deployable for 4 months from the date a child is placed in the home as part of the adoption process. Restrictions may be waived by the individual soldier.

h. Section II, Item 8. Mother of Newborn. A soldier who is a military mother of a newborn is non-deployable until 4 months after birth of the child. Restrictions may be waived by the individual soldier. This is a USR item.

i. Section II, Item 9. Conscientious Objector. Soldier's who have submitted an application for Class 1-O Conscientious objector status pending action in accordance with AR 600-43, are deployable, unless excused by the General Court Martial Convening Authority (GCMCA) and the request has been forwarded to the Department of the Army Conscientious Objector Review Board (DACORB).

- j. Section II, Item 10. 12 week BT/AIT. Soldiers who do not have 12 weeks or basic training or advanced military training or their equivalent will not be deployed OCONUS. This is a USR item.
- k. Section II, Item 11. Soldier needs to present all DD Forms 214 previously issued.
- l. Section II, Item 12. RC only upon alert: Mobilization Orders.
- m. Section II, Item 13. DA CIV only: Deployment information in CIVTRACKS updated.
- n. Section II, Item 14. Passport or Visa requested or in possession, if required (carried by person). The Identification Card usually serves as the soldier's "passport" during deployment. Mobilization/deployment guidance will specify if a passport/visa is required for the deployment area. If required for the deployment area soldiers will be processed for passports/visas. This item will only be checked for actual deployment for CONOPS, OOTW or ODT. Civilian employees will be required to carry a passport at all times when deploying regardless of the length of tour. Visas will be obtained from the embassies of the country of deployment/travel prior to deployment, if required. If applicable any soldier or civilian requiring a passport and or visa, must have one in their possession before departing the deployment site.
- o. Section II, Item 15. Sole surviving son or daughter (waivable). Soldiers who are sole surviving family members will not be sent to an area where duties would normally involve actual combat with the enemy. This restriction may be waived by the individual soldier and approved by the validation authority.
- p. Section II, Item 16. Turkish or German citizen deploying through/to that country. Soldiers who are German aliens will not be sent to the Federal Republic of Germany. U.S. Turkish citizens will not be sent to Turkey. This citizenship information is currently available on DA Form 2A (Personnel Qualification Record, part I) for AC enlisted personnel and on DA Form 2B (Personnel Qualification Record, Part I) or the Officer Record Brief (ORB) for AC officer and warrant officer personnel. This item also applies to civilian employees.
- q. Section II, Item 17. Former Peace Corps member (for deployment country only). Soldiers who are former Peace Corps members in the country to which deploying may not serve in any intelligence capacity in that country. Soldiers are non-deployable only if they cannot perform duty in any capacity other than intelligence. Information is currently available for enlisted personnel (AC and RC) and RC officer personnel (Assignment Considerations), DA Form 2-1 (Personnel Qualification Record (PQR), Part II). This item also applies to civilian employees.
- r. Section II, Item 18. Former hostage/prisoner of war (POW) in deployment area (waivable). POW in deployment area. Soldiers previously held as a POW's may not be involuntarily deployed to the country in which or by which they were held as a POW. This restriction may be waived by the individual soldier. This item also applies to civilian employees.
- s. Section II, Item 19. Chaplain: Appointment or visit, if requested. Chaplain Services will be made available for deploying military personnel.
- t. Section II, Item 20. Army Community Service: Family Support Group or ACS info provided. Soldiers will be provided information on Family Support Group(s) (FSG) and Army Community Services (ACS) phone numbers, point (s) of contact and services available. Information on deploying soldiers' family members will be provided to applicable FSG. This item also applies to civilian employees.
- u. Section II, Item 21. Approved Family Care Plan, DA Form 5305-R, if required. Soldiers who require and do not have a Family Care Plan (FCP) approved or certified in accordance with AR 600-20 are not deployable until corrected. Family Care Plans will be maintained in a separate unit file to facilitate required reviews and for the purpose of SRP. If a properly completed FCP is on file and review date is current, no further check of this item is required, unless processing is for actual mobilization and/or deployment. If processing for actual mobilization or deployment, FCP must be personally reviewed with soldier(s) involved. Copies or certified FCP will be provided Family support personnel. Soldiers who fail to submit a workable plan within the prescribed time period will be processed for separation in accordance with current regulations. This is a USR item. As a condition of employment, civilian employees, who are single parents or members of families where both parents are pre-identified EE civilians, are required to prepare a Family Care Plan equivalent to that required of soldiers. There may be some individuals, military and civilian, who arrive at the DS without an FCP. All efforts should be made by the gaining command and/or ACS to assist the individual in completing an FCP in order to be deployable.
- v. Section II, Item 22. Project PERSTEMPO days and input into the PERSTEMPO web-site for all deployments.
- w. Section II, Item 23. Emergency Essential Mobility Agreement. Verify deploying civilian personnel possess an Emergency Essential Mobility Agreement. A copy of the EE agreement, DD Form 2365, will be included in the deployment folder. If a civilian employee declines to sign an EE agreement, he/she may be directed to deploy on involuntary temporary duty where the employee's skills are needed.
- x. Section II, Item 24. Lautenberg Amendment. (1) MILITARY. All soldiers known to have, or whom commanders or supervisors have a reasonable cause to believe have, a qualifying conviction of a crime of domestic violence are non-deployable for missions that require possession of firearms or ammunition. Commanders (including Reserve Component Commanders) will comply with the provisions stated in DoD memorandum, subject: Department of Defense (DoD) policy for implementation of domestic violence misdemeanor amendment to the gun control act for military personnel, 27 NOV 02, and ALARACT message. (2) CIVILIAN. Personnel will comply with the provisions stated in DA ASA (M&RA) Memorandum dated February 27, 1998, SUBJECT: Implementation of Lautenberg Amendment for Department of the Army Civilians.
- y. Section II, Item 25. Eighteen-year-old Standard for Participation in Combat. Implementation of Army procedures to comply with child soldier's protocol (age 18 standard for participation in combat). To ensure compliance with the child soldiers protocol, soldiers under age 18 will not be assigned on a permanent change of station outside of the continental United States (CONUS), except Alaska, Hawaii,

9. Section III Legal.

a. Section III, Item 1-2. Will Counseling or Education/Power of Attorney (POA). Soldiers will be encouraged to take care of all their legal needs at the Home Station. This includes the need for a will (wills if married), power(s) of attorney and other legal issues. Home Station processing is the best way to ensure that the legal needs of the soldier and family are addressed. Soldiers will be afforded the opportunity to obtain legal advice regarding whether they need a will or power(s) of attorney. Commanders should not require soldiers to obtain either document; each situation is unique. Civilian employees are also normally provided legal assistance in preparation of wills or power(s) of attorney. Certification will be made by a judge advocate or other qualified personnel who are supervised by a judge advocate (paralegal or legal NCO/Specialist (71d)).

b. Section III, Item 3. Domestic violence investigation pending (weapon prohibition). Military- All soldiers known to have, or whom commanders or supervisors have a reasonable cause to believe have, a qualifying conviction of a crime of domestic violence are non-deployment for missions that require possession of firearms or ammunition. Commanders (including reserves component commanders) will comply with the provisions stated in ALARACT message 046/99 DTG 211105Z MAY 99, SUBJ: HQDA guidance on deployment eligibility, assignment, and reporting of soldiers affected by the Lautenburg Amendment. Do not mobilize/demobilize such soldiers they should be processed for reassignment or separation IAW the above message (e.g., transferred to a TDA assignment, considered for administration separation; or barred from reenlistment).

c. Section III, Item 4. Self explanatory

10. Section IV - Supply and Logistics.

a. Section IV, Item 1. Personal military clothing, basic issue or like quantities. Organizational clothing and equipment issued for duty MOS. Determine field equipment requirements based on unit of assignment and issue soldier field equipment in accordance with CTA 50-900 and unit standard operating procedures (SOP's). This item also applies to civilian employees when applicable. Soldiers will bring their personal clothing record to the central issue facility (CIF).

b. Section IV, Item 2. Organizational clothing and equipment issued for duty MOS. Soldiers will be issued chemical defense equipment (CDE) as required by unit assignment. Soldiers will deploy with CIF/CDE equipment for the deployment area. Missing or unserviceable CIF/CDE equipment will be issued or replaced. If appropriate, soldier(s) will be charged for missing or unserviceable equipment. Required CIF/CDE equipment will be issued to civilian employees, in accordance with current regulations.

c. Section IV, Item 3. Personal property and vehicle disposition. Personal property and vehicle disposition. Deploying soldiers may be authorized storage of household goods (HHG) and /or personal property. Soldiers should be counseled on their entitlements and provided the opportunity to properly store/secure HHG and personal property. Soldiers with privately owned vehicles (POV) will be provided a secure storage area. DD Form 2506 will be used for government provided storage of personnel items. This item also applies to civilian employees. Deployment/mobilization orders will state that POVs are not authorized, however there will be those situations where a POV is driven to the DS. Soldiers must complete proper disposition of privately owned weapons. Such weapons are not authorized in the deployment area. This item also applies to civilian employees.

d. Section IV, Item 4. Weapon Issued, if applicable - Serial Number. Soldiers issued a weapon will zero an M16A2 and familiarize with other type weapons that may be issued. Soldiers will deploy with individual assigned weapons. Serial number will be entered on the Soldier and Civilian Readiness and Deployment Checklist. Soldiers arriving at a CRC or Deployment Station without a weapon will be issued a weapon and, as a minimum, be required to zero the weapon. Civilian employees may be issued weapon familiarization training.

e. Section IV, Item 5. Theater specific clothing issued Soldiers will deploy with CIIP for the deployment area. Missing or unserviceable CIIP will be issued or replaced. If appropriate, soldier(s) will be charged for missing or unserviceable equipment. Issue to civilian employees will be in accordance with current regulations.

f. Section IV, Item 6. Theater specific equipment issued. Soldiers will deploy with CIF/CDE equipment for the deployment area. Missing or unserviceable CIF/CDE equipment will be issued or replaced. If appropriate, soldier(s) will be charged for missing or unserviceable equipment. Required CIF/CDE equipment will be issued to civilian employees, in accordance with current regulations.

g. Section IV, Item 7. Self-explanatory.

11. Section V - Security.

a. Section V, Items 1-2. Soldiers must meet security clearance requirements for the duty position currently held and for the deployment area of assignment, if applicable. A soldier who does not possess the appropriate security clearance for his/her duty position is non-deployable in that position until a clearance is obtained. The soldier may deploy in another position or specialty or with another unit for which they have the appropriate clearance. This item should be checked against the Unit Manning Report (UMR) and actual duties normally required for the position. This item also applies to civilian employees.

b. Section V, Item 3. Self-explanatory.

12. Section VI - Training.

a. Section VI, Item 1. Weapons Qualification if applicable. Each soldier must be trained on their individual weapons and qualified within the last 12 months prior to deployment. This item should be reviewed against unit training records. If an individual is tasked for deployment and a weapon and training are unavailable at the individual's Home Station, this requirement will be completed at the deployment site. If tasked for deployment a civilian employees will be offered weapons familiarization training with a 9 mm only. Civilians are not required to accept weapon issue or training but are encouraged to do so. A 9mm weapon will only be issued to a civilian only if it is required by the theater commander.

b. Section VI, Item 2. Military Drivers License (OF 346) Issued, if applicable. If applicable note that the soldier has a drivers license and for what type vehicles. This becomes important when determining readiness capabilities for the unit.

c. Section VI, Item 3. Force Protection Training administered Soldiers will receive a briefing prior to deployment. Completion of the briefing will be annotated on the Readiness and Deployment Checklist. This item also applies to civilian employees.

d. Section VI, Item 4. OPSEC/SAEDA Briefing. Soldiers will receive a briefing prior to deployment. Completion of the briefing will be annotated on the Readiness and Deployment Checklist. This item also applies to civilian employees.

e. Section VI, Item 5. CTT completed, as required. Soldiers (SFC and below) must have completed their locally required elements of Common Task Training and Testing. Soldiers will be provided certain CTT training as directed by the CINC and as necessary prior to deployment.

f. Section VI, Item 6. Family Brief. Family members will receive a briefing on the deployment mission and area when their spouse is tasked for deployment.

g. Section VI, item 7. Safety and Local laws for deployment area briefing. Inherent at any installation, armory, or reserve center are the requirements for safety. They range from wearing seat belts to use of the local areas.

h. Section VI, Item 8. Media Awareness Training. Soldiers will receive the training prior to deployment.

i. Section VI, Item 9. Theater specific training requirements completed.

j. Section VI, Item 10. Briefings as required.

(1) Terrorist Brief. Soldiers will receive a terrorist briefing prior to deployment. Completion of the briefing will be annotated on the Readiness and Deployment Checklist. This item also applies to civilian employees.

(2) Preventative Medicine Brief. Soldiers will be briefed on the medical threat for the area of deployment. At a minimum, the briefing will cover disease and environmental threats and appropriate individual and unit-level countermeasures, to include any necessary immunizations and chemoprophylaxis. Completion of the brief will be annotated on the R & P checklist. This item also applies to civilian employees.

(3) Deployment Briefing. Family members will receive a briefing on the deployment mission and area when their spouse is tasked for deployment.

k. Section VI, Items 11 Self-explanatory

13. Section VII Medical.

a. Section VII, Item 1. Shot Record, International Certificate of Vaccination, PHS 731.

b. Section VII, Item 2. Current DA Form 2766 on hand (USAR). Soldiers must have current immunizations. Soldiers without current immunizations will not deploy until immunizations have been administered. This item applies to the standard battery of immunizations required for all soldiers and is currently limited for RC soldiers.

c. Section VII, Item 3. Current DA Form 7349.

d. Section VII, Item 4. Human Immunodeficiency Virus (HIV) Antibody Test negative with in the last six months, if required. IAW AR 600-110 w/ chg 1, Soldiers who PCS to OCONUS or will be deploying/going TDY OCONUS longer than 179 days require a negative HIV test no older than 6 months prior to the date of departure from CONUS. Soldiers on orders to Ranger, or Special Operations Command (SOCOM) or rotating Cohesion, Operational Readiness, and Training (COHORT) units, and those attending military sponsored educational programs must have a negative HIV test no older than 6 months from their report date to the new unit. AC Soldiers scheduled for deployment or exercises that will not exceed 179 days must have been tested within the 24 months prior to departure. Results will be posted in the medical record. Soldiers confirmed to be HIV antibody positive would not deploy. In accordance with AR 600-110, RC soldiers ordered to active duty for a period of more than 30 days must be tested if test is older than six months. HIV positive soldiers are non-deployable. SRP personnel must be sensitive to the privacy requirements about information on HIV positive soldiers. This is a USR item. Mandatory HIV testing of civilian employees is prohibited, unless specified in the DOD Foreign Service Clearance Guide and/or a Status of Forces Agreement (SOFA). In those isolated situations when HIV screening is mandatory and the test is positive, a civilian employee can be deployed as long as the host country is notified and the employee is able to perform assigned duties.

e. Section VII, Item 5. DNA tissue sample on file Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR), SF Form 600, if required. A DNA specimen is required for all personnel as well as for all personnel deploying overseas. This item also applies to civilian employees. If an individual is unable to acquire a DNA specimen at their Home Station, such as an RC member or civilian contract employee, then the individual will get one taken at their mobilization/ deployment site. Confirmation that a DNA specimen is on file will be annotated on SF Form 600.

f. Section VII, Item 6. Exceptional Family Member. Soldiers will be queried for existence of Exceptional Family Members (with special medical or educational needs) and referred for screening and enrollment if appropriate. A Family Care Plan is required for any soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance. Family Care Plans are a USR item.

g. Section VII, Item 7. Medical Records Review. Medical records will be reviewed, SF 93 completed, soldier will be interviewed by medical personnel (physician, physician assistant (PA) or nurse practitioner) or medical record will be reviewed by medical personnel.

h. Section VII, Item 8. Pregnancy Profile. All female soldiers deploying overseas will be administered a pregnancy test as part of their deployment medical screening. The pregnancy test will be done within one month prior to actual movement overseas. The urine pregnancy test is sufficient for verification. Female soldiers who have undergone hysterectomy or bilateral tubaligation are exempt if annotated in medical records. If the pregnancy test yields positive results, the soldier is non-deployable. In the event a DoD civilian is tasked to deploy, this item also applies.

i. Section VII, Item 9. Issue single or triple flange ear plugs.

j. Section VII Item 10 Perform DD Form 2215 as a baseline hearing test.

k. Section VII Item 11 Hearing aid with extra batteries, if required. Soldiers requiring a hearing aid will have one, with extra batteries. This item also applies to civilian employees when tasked to deploy.

l. Section VII, Item 12. Physical Profile, temporary or permanent that restricts deployment. Soldiers who have a permanent physical profile of 3 or 4 and have not been declared deployable by a MOS Medical Retention Board (MMRB) will not deploy. Although the MMRB process, governed by AR 600-60, does not currently apply to RC soldiers unless ordered to active duty for more than 179 days, RC soldiers are also non-deployable unless cleared by an MMRB. This item will be checked during mobilization exercises such as CALL FORWARD as well as during actual mobilization. In the event of actual mobilization, mobilization guidance must specify whether soldiers with permanent profiles will be ordered to active duty or reassigned.

m. Section VII, Item 13. Completion of medical forms DD Form 2795 and 2697. Soldiers will be briefed on the medical threat for the area of deployment. At a minimum, the briefing will cover disease and environmental threats and appropriate individual and unit-level countermeasures, to include any necessary immunizations and chemoprophylaxis. Completion of the brief will be annotated on the SRP checklist. This item also applies to civilian employees.

n. Section VII, Item 14. Theater specific Immunizations. Immunizations required for the deployment area are checked and administered if incomplete. Deploying civilian employees are required to take immunizations required for the theater of operations.

o. Section VII, Item 15. Prescriptions, sufficient supply; minimum 180 day.

p. Section VII, Item 16. Medical Warning Tags on hands or order. Medical Warning Tags are tracked in MEDPROS and input the data [www.mods.army.mil](http://www.mods.army.mil).



14. Section VIII - Dental.

a. Section VIII, Item 1. Dental Record on file. Soldiers must have a complete dental record on file, with panoramic x-ray or they are not deployable. This item should be reviewed during any mobilization exercise such as CALL FORWARD and corrected if necessary. A dental record will be initiated for each soldier without one. The dental records of RC soldiers without a panoramic x-ray will be "tagged" for ease in identification of those requiring corrective action during mobilization exercises or actual mobilization. This is a USR item.

b. Section VIII, Item 2. Panorgraphic X-ray. A panoramic x-ray must be on file or the soldier is not deployable. Civilian employees also require a panoramic x-ray; only one copy will be made and it will be kept in the copy of the deployment packet maintained by the home station CPO/employer.

c. Section VIII, Item 3-4. Dental Classification. Soldiers in dental class 3 or 4 receiving treatment for trauma, oral infection, etc. are not deployable until treatment is completed. This is a USR item.

d. Section VIII, Item 5. Self-explanatory.

15. Section IX - Vision.

a. Section IX, Item 1. Best Corrected Binocular Visual Acuity (no worse than 20/40).

b. Section IX, Item 2. Eyeglasses. Soldiers requiring eyeglasses who do not have two pair (one pair may be of civilian design) will not deploy. A waiver is allowed, if requested. Civilian employees requiring vision corrective lenses (glasses or contacts) must have one pair, although it is recommended they have two.

c. Section IX, Item 3. Mask Inserts. Soldiers requiring mask lens inserts will be provided one pair. Soldier's who cannot get required mask lens inserts at their Home Station, will receive them at their deployment site. Mask inserts are required for deployment when issued a protective mask. This item also applies to civilian employees.

d. Section IX, Item 4. Vision Readiness Classification (1 or 2 = GO 3 or 4 = No GO)

Class 1 - Soldiers whose unaided or corrected binocular visual acuity is 20/20 or better. They possess all required optical devices. No deficiencies.

Class 2 - Soldiers whose unaided or corrected binocular visual acuity is worse than 20/20 but at least 20/40. They possess all required optical devices. Comprehensive eye examination is recommended. Note: Class 2 also includes individuals possessing a waiver for binocular visual acuity worse than 20/40.

Class 3 - Individuals who are either not optically ready and/or not visually ready:

Not Optically Ready - Individuals whose unaided or corrected binocular visual acuity is worse than 20/40, but who do not possess all required optical devices. Optical devices are required.

Not Visually Ready - Individuals whose unaided or corrected binocular visual acuity is worse than 20/40. They do not meet visual acuity standards. Comprehensive eye examination and optical devices are required.

Class 4 - Individuals who require a vision screening. This includes individuals whose last vision screening or eye exam is greater than 1 year old and individuals whose vision readiness classification is unknown.

e. Section IX, Item 5. Eyeglasses (two pair, one pair may be civilian style), if required.

f. Section IX, Item 6. Self-explanatory.

16. Section X - Finance.

a. Section X, Item 1. Perform Pay Account Verification with each Soldier.

b. Section X, Item 2. Print or review the Soldier's Master Military Pay Account (MMPA) before any processing occurs. Someone knowledgeable of MMPA data items and codes should verify each entry with the Soldier. Ensure the Soldier's SSN, Grade, PEBD, ETS, State and Federal Tax Withholding, Number of Exemptions, BAH status, EFT, Unit Mailing Address, and SGLI are correct, and any special pay entitlements. Ensure all necessary forms are available to make appropriate corrections.